



Vermont Department of Education  
120 State Street  
Montpelier, VT 05620-2501

September 2009

## **Solar in Schools**

# **REQUEST FOR PROPOSALS FROM VERMONT PUBLIC SCHOOL DISTRICTS**

**What:** A federally-funded solar power installation for your school building.

**When:** Proposals are due by December 4, 2009.

**How:** Compete with other school districts for one of up to ten grants from the US Dept. of Energy. Successful proposals will detail a solar power educational curriculum within a single school or among several schools.

### **Objective**

By offsetting a modest amount of fossil-fuel-generated electricity, this project will add a green component to school buildings. More importantly, it will train people in solar power technology, strengthen science curricula, provide another opportunity for project-based, hands-on learning, and demystify renewable energy for the school community.

### **Program Summary**

Via a competitive grant available from the U.S. Department of Energy, the Vermont Department of Education intends to fund the installation of solar-power equipment, such as photovoltaic electricity-producing panels or solar hot water systems, at public school sites. Successful proposals will demonstrate strong ties to the educational curriculum and science grade expectations, possibly including but not limited to K-12 cross-discipline curriculum modules, teacher professional development, and workforce development activities. Ideally, proposals will reflect teams of educators and schools, including career and technical centers, collaborating to bring a continuum of educational opportunities to their communities.

### **The Competition**

The Vermont Dept. of Education will convene a small panel of objective experts to determine which proposals will be funded. Among factors to be weighed:

1. a. Curriculum integration and connection to Vermont Grade Expectations, multi-school collaboration, and community involvement or impact: The educational benefits of the project are maximized and described in detail.
- b. Sustainability: Ongoing use of the solar installation as an educational tool is likely and is built into the proposal. For example, curriculum integration is not tied to a single teacher or limited to field trips.

2. Student Involvement: Students are involved in electricity projections, the design and installation of the equipment, the measurement of utility dollars saved, and in educating others, as deeply as possible.
3. Organization and project planning: All activities associated with the project are clearly discussed, as well as the plan for implementation and monitoring to assure specified outcomes. Safety aspects of the project and anticipated environmental or facility impacts should be included. Reasonable timeframes are assumed as to allow government approvals of plans, contracts, and expenditures as required.
4. Budget: The budget submitted with the proposal matches the project scope. This federal grant will be for up to **\$50,000**, which will be used solely for the equipment and installation. No specific match is required; however, in some cases these grant funds may not cover the entire costs of each proposal. Therefore, budgets may incorporate funds from other sources.
5. Construction and Design Plan: Quality control mechanisms assure that the solar-powered system will be practical and functional. “Constructability” is key. Note: Building-mounted systems will be encouraged and ground-mounted or stand-alone systems will be discouraged.

### **Project deliverables**

After a proposal has been chosen to receive funding, recipients will sign a grant award, including terms and assurances. These federal funds are subject to U.S. Department of Energy reporting and approvals, and must be distributed and monitored in compliance with the Davis-Bacon Wage Act.

Quarterly reports, both fiscal and narrative, will be required. The public bid process as per Title 16 V.S.A. §559 must be followed and documented. Bid specifications, project manuals, drawings stamped by a licensed engineer, and construction permits are expected to be submitted for approval prior to commencement of construction. Funds will be requested on a quarterly basis via the Department of Education’s standard SDE1.1 form and process.

**All proposals should anticipate completion of installation comfortably before June 30, 2011.**

### **Instructions**

A complete proposal is due at the Dept. of Education, 120 State Street, Montpelier, VT 05620 by 4:30 pm on Friday, December 4, 2009.

Proposal submission shall include:

1. One completed Proposal Summary Sheet (attached) with original authorized signatures.
2. Project budget, detailing sources of funds and the basis for cost estimates.
3. Complete project timeline, as detailed as possible.
4. Supporting documents, which may include curriculum outlines or samples, pledges of support or involvement from industry, engineering feasibility reports, photographs, etc. Supporting documents are not required but are encouraged, and would likely strengthen the proposal.

Questions are to be submitted in writing to Cathy Hilgendorf at [cathy.hilgendorf@state.vt.us](mailto:cathy.hilgendorf@state.vt.us).

# **Solar in Schools Proposal Summary**

## **APPLICANT:**

Note: The Applicant must be the Vermont Public School District, Union District, etc. which is the legal owner of the property on which the solar energy installation will occur.

## **PROJECT LEADER/COORDINATOR:**

The person to be telephoned with questions about this proposal.

Telephone number(s), email address, snail mail address:

## **PROPERTY ON WHICH SOLAR INSTALLATION WILL OCCUR**

Name of Vermont public school building:

Name/phone number of Facility Director, Head Custodian, or Building Administrator:

Age of school building:

Date of last major renovation or addition:

List electrical utility and types of fuel used on property:

Describe any/all renewable energy systems present on the property as of application date:

**SCHOOLS:** Please list all schools involved in the proposal, and the name and title of a main project contact at each school.

**NARRATIVE:** (Please attach separately). Proposal should be detailed and complete and include (but not limited to) information as described on pages one and two of Request For Proposals.

By signing this application, I acknowledge that this grant will involve federal funds and reporting. Requirements of all state and local agencies will be adhered to, including but not limited to environmental testing and permits, building code compliance, Division for Historic Preservation review, and any such reporting as shall be required by the Vermont Department of Education and the U.S. Department of Energy.

For Applicant District:

Superintendent \_\_\_\_\_

School Board

Chair \_\_\_\_\_

Project

Leader/Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Attachments required.